

Excel 2000: Level 2 Charting and Organizing Data

Course length: 1 day

Prerequisites: Windows 98: Introduction and Excel 2000: Worksheets, or equivalent knowledge.

Overview: Students will learn the skills and concepts necessary to create charts and to use the list-management capabilities of Excel 2000.

Performance-based objectives:

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Create charts that graphically represent worksheet data.
- Modify charts.
- Customize charts by applying formatting.
- Enhance worksheets and charts by using the drawing tools to add graphic objects.
- Sort information in a list by using the Data, Sort command.
- Locate information quickly in a list that meets specified conditions by using the Advanced filter feature.

Course content:

Lesson 1: Creating Charts

Creating a chart sheet
Creating an embedded chart
Comparing chart sheets with embedded charts

Lesson 2: Modifying Charts

Chart types
Modifying embedded charts
Adding and deleting chart items
Moving and sizing chart items

Lesson 3: Formatting a Chart

Formatting chart text
Formatting labels
Formatting the chart
Printing a chart sheet

Lesson 4: Using Graphic Objects

Adding graphic objects
Formatting graphic objects
Using graphic objects to enhance worksheets and charts

Lesson 5: Sorting Data

Single-level sorting
Multiple-level sorting
Sorting options
Design considerations

Lesson 6: Filtering Data

Filtering a list
Custom criteria
Multiple-condition criteria
Managing a filtered list